LA GARD   COMBOGARD PRO

39E Electronic Combination Lock

KEYPAD ONLY SETUP INSTRUCTIONS

ComboGard Pro locks can either be configured using the ComboGard Pro Setup software or through a series of keypad commands. This document will cover configuring the lock using the keypad commands ONLY.

The ComboGard Pro Lock has three states of operation: **Factory Default, Manual Setup**, and **Active**. ComboGard Pro locks are shipped from LA GARD in Factory Default state without Users or features enabled.

Factory Default: The Lock must be in the Factory Default state to be programmed by the PC software.

Factory mode functions as follows:

- 1 key – When pressed, will open the Lock.
- 0 key – When pressed, prompts the ComboGard Pro Setup software to send the configuration settings to the Lock.

OR if pressed and held, places the Lock into Manual Setup.

- All other keys perform no function.

Manual Setup: The Lock can be configured using the keypad only.

Active: To activate the Lock and freeze the configuration, the Manager combination MUST be changed.

WARNING: *Add all required Users and complete Setup Configuration before changing the Manager's default combination from 5-5-5-5-5-5. Once the combination is changed, NO ADDITIONAL USERS can be added.*

PROGRAMMABLE LOCK FEATURES

MODES *(Multiple Modes may be selected.)*

- **Silent Alarm** *(Alarm Box Required)*
  If enabled, this option will send a signal to an outside alarm system through the LA GARD Alarm Box.
- **Dual Mode**
  If enabled, two combinations will be required to operate the Lock.
  The Manager and one additional User must be active.
- **Time Delay Override**
  If enabled, User 9 can override delay period.
  User 9 must be active.

EXTERNAL SIGNALS *(Alarm Box Required. Only one External Signal type may be selected.)*
An external input signal to the Alarm Box will either disable the Lock from opening, override the time delay, or enable the remote override depending on the selection programmed for External Signals.

- External Signal disables Lock opening with valid combination.

NOTE: *When configuring the ComboGard Pro Lock using the keypad only, the Disable Opening option is enabled by default and cannot be changed.*

OR External Signal overrides Time Delay. (This option is ONLY available if enabled using Setup software.)

OR External Signal enables the Remote Override. (This option is ONLY available if enabled using Setup software, **and with Lock code level 39E v1.09 or higher.**)

TIME DELAY

- Delay Period 1 - 99 minutes
- Open Period 1 - 19 minutes

COMBINATION LENGTH

A combination length from six (6) to nine (9) digits may be selected.

NOTE: *To maintain the VdS Class 2 and EN 1300 Class B certification when the duress alarm feature is used, a combination length of 7 digits or longer must be selected.*

LOCK USERS

Manager
- Open Lock
- Change Combination
- Enable/Disable Users
- Delete Users
- Set Time Delay Values
- Audit Lock

Up to 9 Users
- Open Lock
- Change Combination

STANDARD LOCK FEATURES

Wrong Try Penalty
- Entry of four (4) consecutive invalid combinations initiates a five (5) minute delay penalty.
  Lock responses during the penalty period are as follows:
    - The LED will flash every ten (10) seconds.
    - If any key is pressed, the Lock will flash the LED and beep three times.
- Once the penalty period has ended, two (2) consecutive invalid combinations will initiate another five (5) minute penalty period.

Low Battery Warning
- Repeated audio/visual signals (LED flashes/beeps) during Lock opening indicate the battery is low and should be replaced immediately.
- If the battery level becomes too low to safely operate the Lock, pressing any key will initiate the low battery warning. The battery must be replaced before the Lock will operate.

Audit Records
- Lock records the last 63 events in non-volatile memory.
- Audit file cannot be deleted from the Lock.
- Only the Manager can audit the Lock.
- ComboGard Pro auditing software and an Interface Adapter are required to retrieve a Lock audit.

LOCK OPERATING CONVENTIONS

- If a mistake is made while entering keystrokes, wait thirty (30) seconds and repeat operation.
- To access lock commands, enter combination and hold down the last digit until Lock double signals and the LED stays on.
- In Dual Mode, two combinations are required to operate the Lock.

  NOTE: *In Dual Mode, a valid User combination must be entered first, followed by the Manager combination to access the following Manager Commands: 1, 2, 3, 7 and 9.*

- Lock must be opened within 4 seconds once a valid combination has been entered.
- To open a container with a Swing Bolt Lock, turn the container handle to the open position and open the door.
- To open a container with a Dead or Spring Bolt Lock, turn the keypad or dial to retract the bolt and open the door.
- When closing a container, verify that it has been secured.

LOCK RESPONSES

Standard Operations

Entry Devices with LEDs (3125, 3190 and 3750-K) respond with both LED flashes and beeps.
- Single signal - one (1) LED flash and one (1) beep indicate the operation is complete.
- Double signal - two (2) LED flashes and two (2) beeps indicate entry is valid or accepted.
- Triple signal - three (3) LED flashes and three (3) beeps indicate invalid or not accepted.

NOTE: *The 8130 Entry Device (no LED) responds with beeps only.*

Additional Operations
- Delay Period - The LED will flash once every second.
- Open Period - The LED will flash twice a second, and the Entry Device will beep every 10 seconds.
- Penalty Period - The LED will flash every ten (10) seconds.
- Low Battery Warning - During a Lock opening, the LED will flash and Entry Device will beep repeatedly.

PROGRAM THE LOCK

EXIT FACTORY STATE

CAUTION: *Always perform this operation with the door open!*

1. Press and hold the 0 key until lock double signals.
2. Enter the default Manager combination, 5-5-5-5-5-5.
The lock will open. Lock is now in Manual Setup.

SET COMBINATION LENGTH
1. Enter the default Manager combination (5-5-5-5-5-5) and **hold down last digit of combination until lock double signals twice and the LED stays on**.
2. **PRESS 8**.
3. Enter combination length (6, 7, 8, or 9).
4. Press **0**.
5. Enter combination length a second time and press **0** to confirm.
   Example setting a combination length to seven digits:
   Enter 5-5-5-5-5-5 (hold down the last number) 8 - 7-0-7-0.
6. To test, enter default Manager combination 5-5-5-5-5-5-5 (all fives to length of combination). Lock will signal twice and lock will open.

   NOTE: *If combination length is changed after Users are enrolled, all Users will be deleted and must be re-enrolled.*

   CAUTION: *To maintain the VdS Class 2 and EN 1300 Class B certification when the Silent alarm feature is used, a combination length of 7 digits or longer must be selected.*

CONFIGURE LOCK MODES
1. Enter default Manager combination (all fives to length of combination) and **hold down last digit of combination until lock double signals twice and the LED stays on**.
2. **PRESS 8**.
3. Enter **0** (this maintains current combination length value).
4. Enter desired Lock Mode configuration from the chart below.
5. Enter **0** and re-enter the desired Lock Mode configuration to confirm.

NOTE: *Dual Mode cannot be selected if at least one additional User has not been enrolled. User 9 must be enrolled to use the Time Delay Override function.*

MODE	TIME DELAY OVERRIDE	DUAL MODE	DURESS ALARM
0			
1	✓		
2		✓	
3	✓	✓	
4			✓
5	✓		✓
6		✓	✓
7	✓	✓	✓

ACTIVATE USERS

1. Enter Default Manager combination (all **5's** to length of combination) and **hold down last digit of combination until lock double signals twice and the LED stays on**.
2. **PRESS 1**.
3. Enter User number (1 - 9.)
4. Enter the NEW User combination
5. Re-enter the User combination to confirm.
6. Repeat steps 1- 5 for each User to be added.

NOTE: *If a User is not enrolled during setup, the User is blocked and cannot be added later. New combinations are rejected when less than 2 digits are different from existing combinations.*

Set Time Delay Values:

The Delay and Open Periods may be set up at this time or later by the Manager. To set the Time Delay Periods follow the instructions below or refer to Manager Instructions 732.018.

1. Enter Manager combination and **hold down last digit of combination until lock double signals and the LED stays on**.
2. **PRESS 9**.
3. Enter two-digit Delay Period value (00 to 99 minutes) followed by the two-digit Open Period value (00 to 19 minutes).
4. Re-enter the Delay and Open Period values to confirm.

ACTIVATE THE LOCK

To complete the activation of the lock and freeze the configuration, the Manager combination MUST be changed

To change the Manager combination, follow the steps below:

WARNING: *Add all required Users and complete Setup Configuration before changing the Manager's default combination from 5-5-5-5-5-5. Once the combination is changed, NO ADDITIONAL USERS can be added.*

CAUTION: *Always perform this operation with the door open!*

1. Enter the default Manager combination and hold down the last digit until unit double signals twice and the LED stays on.
2. **PRESS 0**.
3. Enter your NEW combination,
4. Re-enter your NEW combination to confirm.
5. The lock is now active and the configuration is frozen.
6. Test lock operation several times before closing the door.

NOTE: *If default combinations are used, it is recommended that they be changed. New combination will not be accepted if it varies from the current combination by only one digit (+/-). When selecting a combination, do not use a birthday or other predictable information that could give correlation between the user and the combination.*

RESET THE LOCK

(Reset Box [P/N 6066] required.)

To change the lock settings after the configuration is frozen, you must reset the lock.

1. Remove battery.
2. Hold down the 0 key for at least 10 seconds to discharge all internal capacitors.
3. Connect Reset Box to BAT port on Lock.
4. **PRESS 1**.

If the lock opens, the factory reset is complete. If the lock does not open, disconnect the Reset Box and repeat steps 2 and 3.

5. Disconnect Reset Box.

The Lock is now in Factory mode, and is ready to be configured by the PC Software or through the keypad.